Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

Reasons for Non-Participation of Students on the
Spring 2010 CRT or CRT-Alternate
Online Data Entry Instructions
Due April 15, 2010

Step 1: Print these instructions. Be sure to have your school worksheet(s)— which were mailed to you by OPI in February to be used for schools to record information on enrolled students who did not participate in the CRT or the CRT-Alternate.
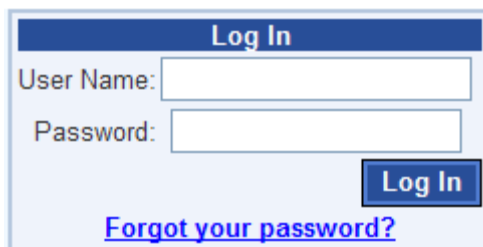
Step 2: Follow instructions in the username email sent by Karen Richem at OPI on March 31, 2010 to obtain a password.

The email will provide your username and instructions on how to obtain a password for the online application, so you can transfer the information from the worksheets to the application. A copy of the username email is below.

To: **(Test Coordinator Name)**
   (System Name)
Re: **Non-Participation Online Data Entry Username**

This email contains login information for your system to access OPI's application to collect the reasons why a student did not participate in the statewide assessment.

1. *Click on this link:*
   https://data.opi.mt.gov/StudentsNotTested/frmLogin.aspx
2. *Select "Forgot your password?"*

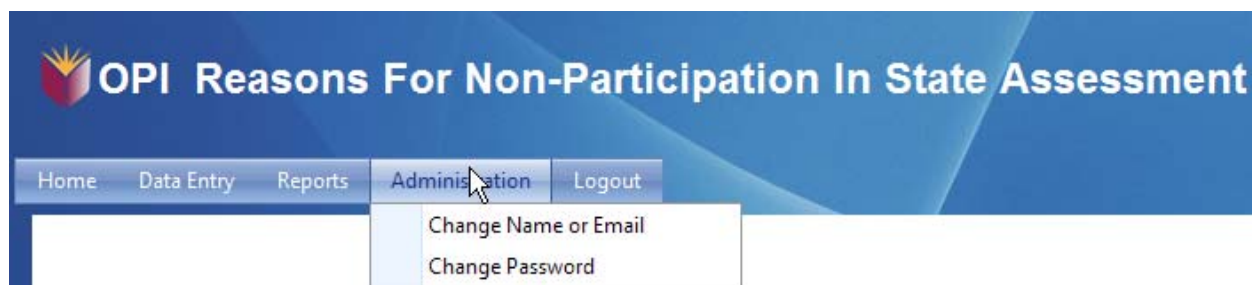3. *Enter your User Name: (your User Name here).*

Forgot Your Password?
Enter your User Name then press 'Submit' to e-mail a new password to your e-mail address.
User Name: [   ]

Submit

4. Select the "Submit" button. A password email will be sent to you containing your username and password. You will automatically be re-directed to the login screen.
5. Open the new password email you received from "opi.mt.gov".
6. Click on the link within the email to return to the application.
7. Copy and paste your username into the login screen.
8. Copy and paste your password into the login screen. You will need to change your password to something more user-friendly after you are logged into the application (see step 3 below).
9. Select the "Log In" button.

Step 3: On the main menu, select Administration, Change Password to create your own password.

OPI Reasons For Non-Participation In State Assessment

Home   Data Entry   Reports   Administration   Logout

Change Name or Email
Change Password

- Your password must have a minimum of eight (8) characters with a combination of uppercase letters, lowercase letters, and numbers.
- Follow the prompts to change your password, and keep your login information in a safe place.

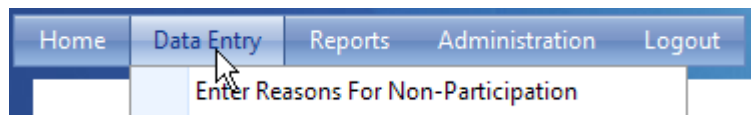**Change Your Password**

Old Password: [   ]
New Password: [   ]
Confirm New Password: [   ]

Change Password

The new password must have a minimum of 8 characters using a combination of uppercase and lowercase letters, and numbers

Step 4: **On the main menu, select Data Entry then click on Enter Reasons for Non-Participation. It will take a moment to load, so please be patient!**

- All students in the system will be listed.
- You need to use the filtering options to find the students who did not participate so you can enter their reasons for not participating. You may use more than one filter. **However, we strongly recommend only using the State ID filter as it is the easiest way to find the students.**
- If you choose to filter by name, you will need to have the correct spelling of the student's name.
- Enter the information you wish to filter by and click "Apply Filter".
- Anytime you wish to return to the entire student list, you may click "Remove Filter".
    - **Remember that the State ID is the only identification you need for each student and don't need to use any other filters.**
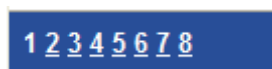
FILTER OPTIONS:

STUDENT LIST:

System	School	State ID	Last Name	First Name	Middle Name		
▉ Public Schools	▉ School	▉	▉	▉	▉	04	Select
▉ Public Schools	▉ School	▉	Johnson	▉	R	04	Select
▉ Public Schools	▉ School	▉	Johnson	▉	J	04	Select

- If you used filters other than the State ID, your results list may have more than 10 students. This screen shows up to 10 students at a time. To see the next list of 10, click on the page numbers on the bottom left of the window. Remember, these are your students listed in AIM, not just students listed on your worksheets.

- When you have found the name of the student you are looking for, click on the "Select" button on the right side of the screen to select that student. The row will be highlighted in yellow when you select the student.
- Once you select the appropriate student, scroll to the bottom of the screen to enter the reasons for Non-participation for each content area in which the student did not participate.

- Select a reason for each content area, then click on the "Save" button.
- If you select "Other" you will need to enter an explanation. This is a required field. The application will not allow you to proceed without an explanation.
- If you are unable to find a student, then they are not in the AIM system. The student will need to be added to AIM. It will take at least one day for the AIM data to be pulled into the application, so you will need to wait until tomorrow to see a student entered into AIM today.
- To find the next student, simply change your filter options (enter new state ID) and click on "Apply Filter".
- You do not need to use any of the other filtering options if you search by State ID to find a student in any grade in the school system.

Step 5: **Once you have entered all your student reasons, you can check your data entry to ensure all students have been entered correctly.**
- Use the Filtering Options for system, school, or grade and click on the "Apply Filter" button.
- Click on the "Show Students With Reasons Entered" button at the bottom of the screen to view all of the students for the filter(s) you entered.

- If you filter by system, you will see all students in the system (recommended for smaller systems).
- If you filter by school, you will see all students in that specific school (recommended for larger systems).

- If you filter by grade, you will see students in that specific grade, etc.

Hide Students With Reasons Entered							
System	**School**	**State ID**	**Last Name**	**First Name**	**Middle Name**	**Grade**	
▬▬▬▬▬	▬▬▬▬	▬▬▬	▬	▬	R	04	Select
▬▬▬▬▬	▬▬▬▬	▬▬▬	▬	▬	L	04	Select
▬▬▬▬▬	▬▬▬▬	▬▬▬	▬	▬	J	04	Select

- Click on the "Select" button on the right to view the specific reasons entered for each student. Make any necessary changes, and click Save.
- If you mistakenly entered a student that needs to be deleted, select the student then click on "Delete". The student will be removed from the list.

Step 6: **After you have verified all of the students, select "Reports" from the main menu at the top of the page.**

- Click on "Non-Participation Students Reported".
- Select the School System if you would like a system report with all schools and students included.
- Select a specific school if you would like a report with only students from that school.
- You can choose the schools from the list, or you can click on "Select All Systems" or "Select All Schools" to get a report with all schools and students included.

State Fy: 2010 ▾

Select School System(s):

| ▬▬▬ Public Schools - ▬▬ |
| |
| |

Select All Systems

- Once you have selected the system and/or school(s) you would like a report for, select "Print To PDF" to get a PDF document you can save and print, or select "Print To Preview" to preview the report.